

**Scott Walker**  
Governor

**Jon E. Litscher**  
Secretary



**Office of Detention Facilities**  
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## **State of Wisconsin**

### **Department of Corrections**

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April 18, 2017

Chief Anna Ruzinski  
Menomonee Falls Police Department  
W156 N8480 Pilgrim Road  
Menomonee Falls, WI 53051

**RE: 2017 Annual Inspection, Menomonee Falls Municipal Lockup**

Dear Chief Ruzinski:

The Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37(3). The 2017 annual inspection of the Menomonee Falls Municipal Lockup was conducted on April 4, 2017. This report summarizes the results of the annual inspection.

#### **INSPECTION SUMMARY**

##### **Physical Environment 349.07**

The four cells, one group holding room, and adjacent booking area were inspected and found to be in excellent condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded on a monthly basis pursuant to 349.12(3)(5), with sanitation inspections on a weekly basis, which are excellent practices. Inspections of the fire alarm and heat/smoke detection systems are also being completed monthly.

##### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be exceptionally clean and well organized.

##### **Health Care 349.09**

The Menomonee Falls Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual

being placed into a cell. Current Menomonee Falls procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered without notification to the shift commander.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspections by the Menomonee Falls Fire Department were completed on 12/6/16 and 6/30/16, respectively. Evacuation routes are posted and fire protection equipment available should the need arise.

### **Records and Reporting 349.11**

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Menomonee Falls Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to my office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that security checks are generally being conducted and documented [REDACTED] minutes which is an excellent practice. As an annual reminder, please ensure that staff completes their security checks at irregular intervals to ensure continued safety and security.

### **Detention of Juveniles 349.21**

Your Department is currently authorized to hold juveniles. Since the last inspection, no juveniles have been confined to a cell at the facility. As a reminder, juveniles with delinquent offenses may only be held in the lockup for up to 6 hours and sight and sound separation from adults maintained. The physical layout of the lockup allows for complete sight and sound separation.

### **Approval**

The Menomonee Falls Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Sergeant Matthew Lewek for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Sgt. Matthew Lewek  
Kristi Dietz, ODF Director  
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